

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, December 16, 2013

LOCATION: Public Safety Training Facility
5370 Public Safety Place
Frederick, MD

ATTENDEES: Dennis Dudley, FPD; Bruce DeGrange, FPD; Joe Palkovic, FPD; Dewey Foreman, HAZ MAT Vol.; Denise Pouget, FC-DFRS; Doug Wallick, FC-DFRS; Ennis, FC-DPW; Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Chip Jewell, FC-DEC; Todd Johnson, FCAA; Kenneth Poole, FC-DFRS; Robert McNamara, Trans-Tech, Inc.

Chairman Dudley called the meeting to order at 0835 hours.

INTRODUCTION AND WELCOME OF LEPC MEMBERS AND GUESTS

All in attendance introduced themselves.

MEETING MINUTES:

- A motion was made by B. Granger and seconded by K. Poole that the minutes of the August 12, 2013 meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Committee
 - S. Mooney reported that he had met with DFRS Battalion Chief K. Poole, who had met with a representative from CSX. We will partner with CSX to conduct an exercise next year. The committee will be brought together after the first of the year to support the exercise development.
 - K. Poole reported the exercise would be a railroad incident in Brunswick and will probably be scheduled on a weekend in early April. He also stated that CSX would probably be bringing their training railcar here.
- Internal Committee
 - No report.

OLD BUSINESS or INFORMATION:

- Calendar Year 2013 LEPC Drill/Exercise Discussion
 - S. Mooney reported we will be using an actual Haz Mat incident in 2013 to meet our exercise requirements since we could not get the CSX exercise set up for this year.
 - K. Poole reported on the specifics of the incident.
 - S. Cooper made a motion, which was seconded by B. DeGrange, to accept the Haz Mat incident as a substitute for the 2013 LEPC exercise. The motion passed unanimously.
- 2013 LEPC Grant Funds
 - S. Cooper reported that none of the 2013 grant (\$1,400) had been spent. Approximately \$115 will be needed to pay for the annual notice in the Frederick News Post which is required by law. No one has submitted a request, or made any recommendations, for the 2013 LEPC grant funds.

- S. Cooper made a motion, which was seconded by T. Johnson, to spend approximately \$115.00 of the 2013 LEPC grant funds to pay for the annual notice in the Frederick News Post. The motion passed unanimously.
- S. Cooper made a motion, which was seconded by B. DeGrange, to commit the remaining 2013 LEPC grant funds for the purchase of equipment/supplies for the Frederick County Haz Mat Team. The motion passed unanimously.

NEW BUSINESS

- National Response Center (NRC) Notifications
 - S. Cooper reported details of three Situational Awareness Reports that had been received from the NRC since the last meeting.
 - K. Poole reported there had been a large fuel spill on Rt. 75 on November 25 that appears was not reported to the NRC. He asked for clarification on the following: MDE was there and, in most similar cases, we at least make notification to MDE; I don't know if that is all we (DFRS) need to do, or do we have any responsibility to notify NRC?
 - S. Mooney stated that Emergency Management staff will look into this issue and report back next meeting.
- Nominations for officers (CYs 2014 – 2015)
 - The following were nominated for officer positions:
 - Chair: Seamus Mooney
 - Vice Chair: Barbara Rosvold
 - Community Emergency Coordinator: Jack Markey
 - Public Information Officer: Robin Santangelo
 - Secretary: Steve Cooper
 - Additional nominations will be accepted prior to the vote at the next meeting.
- 2014 Membership
 - The LEPC membership list is due for review, update and approval. Any changes to the membership list should be forwarded to Secretary Cooper.
 - The proposed membership list will be voted on during the February LEPC meeting, and then forwarded to the BOCC for approval and submission to the State Emergency Response Commission.
 - We are hoping to recruit members from 'Broadcast and Print Media' and 'Owners and Operators of Facilities'.
 - C. Jewell said he would reach out to the Media.
 - T. Johnson recommended we reach out to the Chair of the Volunteer Fire and Rescue Association since the Volunteer Coordinator position has been eliminated.
- Discussion Regarding Meeting Frequency
 - There was discussion on how often the LEPC should meet. The LEPC currently meets every other month, but must meet at least quarterly. Vice Chair Mooney made a motion, which was seconded by C. Jewell, to hold meetings in 2014 on a quarterly basis. The motion passed unanimously.
- LEPC Grant Eligibility Certification Statement
 - Chairman Dudley reviewed with the group the requirements of the LEPC Grant Eligibility Certification Statement for 2013. It was the consensus of those in attendance that the LEPC met the requirements.

ROUNDTABLE:

- D. Foreman
 - He announced he would be stepping down as a member of the LEPC.
- C. Jewell
 - The Emergency Communications Center is making plans for a move to the Public Safety Training Facility (PSTF). Upgrading the 9-1-1 telephone system will be incorporated into the move.
 - Maryland State Police (MSP) is instituting a statewide Computer Aided Dispatch (CAD) System for all MSP Barracks. This will create interoperability issues with the County's CAD system.
- T. Johnson
 - The City of Frederick applied for a Rockefeller Foundation Grant to hire a Chief Resiliency Officer. They did not get the grant.
- S. Mooney
 - The Division of Emergency Management and Department of Emergency Preparedness administrative offices have moved to the 3rd floor of the PSTF. The Emergency Operations Center (EOC) remains at Montevue Lane.
 - We have requested grant funds to update the County's Hazard Mitigation Plan and are awaiting approval from FEMA. Frederick Community College and Mt. St. Mary's University will be developing annexes to the plan.
 - He reported that his office has a list of individuals wanting the ICS 300 and 400 courses. He is working with the State to have the courses taught here in early March 2014. Anyone wishing to attend the courses should notify him.
- D. Ennis
 - DPW staff reported radio issues in the northern part of the County to him that appeared after the transition to the new system.
 - C. Jewell asked that he provide him with specifics so he can look into the problems.
- R. McNamara
 - Reported that Trans-Tech Inc. was going for ISO 14001 Certification.
 - His company has a concern about the railroad trains that pass next to their facility.
 - He wants to start training with Fire and Rescue personnel on confined space entry.
- D. Wallick
 - The Costco Distribution Center in New Market will be doubling the size of their building and is in the process of purchasing land so they can triple the size of the current building.
- K. Poole
 - He met with MARC representatives. They want to train with Fire and Rescue personnel again and then conduct an exercise. They are looking at conducting the classroom and hands-on training in the fall of 2014, and then conduct the exercise in 2015. There may be an opportunity to conduct this exercise in conjunction with the 2015 LEPC exercise. A follow-up meeting will be held with MARC representatives next spring to establish timelines.

A motion was made by T. Johnson and seconded by D. Foreman to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0925 hours.

Respectively submitted by Steven Cooper, Secretary.